

Mr Paul McQuaid
16 East Street
Littlehampton

Please ask for: Nicola Moore
Email: nicola.moore@arun.gov.uk
Telephone: Ext 37944
Our Ref: LU/153/22/TC
Your Ref:
Date: 27th May 2022

Dear Mr McQuaid,

Town & Country Planning Act 1990 (as amended) s211 Notice

Prior Notification of Work to Tree(s) in a Conservation Area

Development: 1 No. Oak tree - Reduce crown height by 2.5, Crown thin by 20% and Crown lift to 2m above ground level within the East Street, Littlehampton Conservation area.
Location: 16 East Street Littlehampton

Thank you for your recent notification which I received on 27th May 2022. It is being validated by Nicola Moore who will be able to assist you should you have any questions.

I regret that I am unable to accept your documents as a valid notification until the following item(s) have been received or resolved :-

Please provide the proposed height measurement, in metres after the 2.5m reduction.

Please submit a sketch plan clearly showing the location of the tree. The plan should include road names and adjoining properties so that the location is very clear. A North point is also helpful.

For further guidance, please refer to the list of validation requirements for tree applications on our website: <https://www.arun.gov.uk/making-a-planning-application>

If you are unable to access the website, please contact this office so a copy can be sent to you.

If providing additional documents or information, please email it directly to us at: planning.responses@arun.gov.uk with a covering email clearly explaining what is being provided. Do not resubmit it via the planning portal as we receive all the original information plus any amended information and it is not clear what has changed. Please provide the above by **10th June 2022** or your notification will be closed as incomplete and you will have to resubmit if you wish to proceed. If you have difficulty meeting this deadline please contact the above officer to extend the time scale.

If you made a paper application and did not provide an email address, please could you do so to enable

us to contact you swiftly with any queries or issues.

Yours sincerely



Neil Crowther
Group Head of Planning

For details of how the Council will deal with your data please refer to our privacy notices on the website
<https://www.arun.gov.uk/privacy-policy/>

If you have provided an email address, all correspondence including the decision notice will be sent by email. It is therefore important that you keep us informed if this changes during the course of this application.

To register to receive notification of planning applications in your area, please go to
<https://www1.arun.gov.uk/planning-application-finder>